

**M e m o r a n d u m**

Date: January 8, 2010

To: Castaic Inspection Facility *TODD*  
Attention: Lieutenant M. T. Hoose

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.17044.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Castaic Inspection Facility was conducted on August 3, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including weapons, was completed by the Property Inspector (PI) on December 15, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across three property areas: general inventory control, telecommunications, and weapons (see Attachments B, C, and D). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 135 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total stratified sample size of 44 items when rounded up to the next whole number (d).

*Safety, Service, and Security*

January 8, 2010

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	65	48.15%	20.70	21
<b>Telecommunications</b>	37	27.41%	11.79	12
<b>Fleet</b>	0	0.00%	0.00	0
<b>Weapons</b>	33	24.44%	10.51	11
<b>Total</b>	135			44

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 43 of the 44 items were located. One item could not be located (Control Head – Mobile). Furthermore, one of the 43 located items needs a replacement tag and one item requires a correction be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 25 of the 27 items reconciled. One item requires a correction be made to the property record and one item was not listed on the appropriate OPI inventory list. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Castaic Inspection Facility

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The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in black ink, appearing to read "M. C. A. Santiago".

M. C. A. SANTIAGO, CIO  
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field  
Southern Division  
Fiscal Management Section  
Telecommunications Section  
Office of Inspections, Audits Unit

# ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT**  
**PROPERTY INSPECTION DISCREPANCY REPORT**  
**CASTAIC INSPECTION FACILITY - 541**  
**December 15, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER RECORD	NOT AVAILABLE FOR INSPECTION	COMMENTS
19" LCD INCLUDES HEIGHT ADJUSTABLE STAND	158387			X			Replacement tag needed.
19" LCD INCLUDES HEIGHT ADJUSTABLE STAND	158389			X			Replacement tag needed.
SWITCH	145325		X				Item located on-site in telephone/server room. Database lists item at Information Technology Section.
Hand-Held Radio	R61983			X			Item assigned to employee ID#10484.
Control Head - Mobile	R95307	X					Item not located.

# ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL  
2009 ICU PROPERTY RECORD INSPECTION REPORT  
CASTAIC INSPECTION FACILITY - 541**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>								
1 108269	CAMERA VIDEO SURVEILLANCE W/COMPUTER/ZOOM		X					
2 113296	CAMERA VIDEO SURVEILLANCE		X					
3 113297	CAMERA VIDEO SURVEILLANCE		X					
4 119691	CAMERA		X					
5 126424	TV/VCR COMBINATION		X					
6 127492	PRINTER	USQX112862	X					
7 137556	HAND HELD RADAR UNIT	AS001308	X					
8 144634	COPIER, DIGITAL DUPLEX MULTI-FUNCTION		X					
9 148837	LAPTOP	L3CA339	X					
10 149001	PRINTER	CNRXL67389	X					
11 154319	COMPUTER	MXL7330F8G	X					
12 154326	COMPUTER	MXL7330F7R	X					
13 154331	COMPUTER	MXL7330F31	X					
14 154334	COMPUTER	MXL7330F5T	X					
15 157949	PRINTER	CNWBF95878	X					
16 157955	PROJECTOR	ISAVQB74500205	X					
17 158387	19" LCD INCLUDES HEIGHT ADJUSTABLE STAND		X				X	Replacement tag needed.
18 163766	CAMERA DIGITAL ZOOM		X					
19 91327	CASSETTE RECORDER P0541H0003		X					
20 91328	CASSETTE RECORDER P0541H0003		X					
21 96522	PRINTER LJ4SI P030979	USHB704814	X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL  
2009 ICU PROPERTY RECORD INSPECTION REPORT  
CASTAIC INSPECTION FACILITY - 541**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>EQUIPMENT TO INVENTORY LIST</b>								
1 115525	CAMERA, DIGITAL	173546	X					
2 130664	ROUTER	JMX0721L0Z4	X					
3 132270	FILE SERVER	EBB1LJC127	X					
4 142389	DVD PLAYER	170K1662	X					
5 144637	COPIER, DIGITAL SIMPLEX MULTI-FUNCTIONAL		X					
6 148763	COMPUTER	MXL7120LN0	X					
7 151679	PRINTER	CNRXR08652	X					
8 154327	COMPUTER	MXL7330FG3	X					
9 154330	COMPUTER	MXL7330FGJ	X					
10 154343	COMPUTER	MXL7330F7M	X					
11 157948	PRINTER	CNRXY28687	X					
12 158388	19" LCD INCLUDES HEIGHT ADJUSTABLE STAND		X					
13 158389	19" LCD INCLUDES HEIGHT ADJUSTABLE STAND		X				X	Replacement tag needed.
14 164560	Uninterruptable Power Source	AS0820131716	X					
15 164561	Uninterruptable Power Source	AS0820122388	X					
16 82498	CAMERA 35MM SUPER DATE GDGRS	34150427	X					
17 94337	RECORDER	P4X00903	X					
18 99557	REFRIGERATOR 20 CUBIC FTP0541D5003	SE0820287	X					
19 AF01943	PRINTER DESKJET 950C #040D2001	MY0B6121VG	X					
<b>EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)</b>								
1 145325	SWITCH	FOC1025X7U9			X			Item located on-site in telephone/server room. Database lists item at Information Technology Section.

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION



# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL**  
**2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**CASTAIC INSPECTION FACILITY - 541**

**ATTACHMENT C**

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>										
1	F2344	Transfer Switch			X					
2	R100165	Cellular Telephone		07613572395	X					
3	R61229	Hand-Held Radio		402AWUF219	X					
4	R61867	Hand-Held Radio		402AWUE958	X					
5	R61923	Hand-Held Radio		402AWUF049	X					
6	R61978	Hand-Held Radio		402AWUG319	X					
7	R61983	Hand-Held Radio		402AWUG293	X					Item assigned to employee
8	R61989	Hand-Held Radio		402AWUF159	X					X ID#10484.
9	R62102	Hand-Held Radio		402AWUE878	X					
10	R87102	Telephone System			X					
11	R88973	Battery Charger - Radio			X					
12	R95307	Control Head - Mobile	E903144		X					Item not located.
<b>EQUIPMENT TO INVENTORY LIST</b>										
1	F2341	Generator		1273272	X					
2	R60894	Battery Charger - Radio			X					
3	R60895	Battery Charger - Radio			X					
4	R60951	Battery Charger - Radio			X					
5	R70652	Battery Charger - Radio			X					
6	R76026	Announcer - Telephone		4130	X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT D

Department of California Highway Patrol  
Complete Area Inventory  
541 - Castaic IF

ATTACHMENT D

November 19, 2009

Officer Issued Weapons

[REDACTED] Issued to officer					
ID#	Last Name	First Name	Ser#	Control#	Comments
[REDACTED]	[REDACTED] Y	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED] Y	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED] Y	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED] Y	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED] Y	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED] Y	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED] Y	[REDACTED]	[REDACTED]	[REDACTED]	
Issued to officer: [REDACTED]					
Officer Issued Weapons Total: [REDACTED]					

Area Issued Weapons

[REDACTED]		
Ser#	Control#	Comments
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]		

Department of California Highway Patrol  
Complete Area Inventory  
541 - Castaic IF

November 19, 2009

[Redacted]

Issued to Area/Division

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[Redacted] Y		
[Redacted]		
[Redacted]		
[Redacted] Y		
[Redacted] Y		
[Redacted] Y		
[Redacted]		

Issued to Area/Division: [Redacted]

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[Redacted]	[Redacted]	

[Redacted]

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[Redacted]		
[Redacted]		

[Redacted]

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[Redacted]		
[Redacted]		

Issued to Area/Division: [Redacted]

Area Issued Weapons Total: [Redacted]

Area Grand Total: [Redacted]

# OTHER SUPPORTING DOCUMENTS

541-01

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

**Asset Information**

**Asset #** 145325

**SN** FOC1025X7U9

**Model #** CATALYST 2960

**Description** SWITCH

**Vendor Name** EVOLVE TECHNOLOGY

**Warranty End** 25-JUL-2007

**Asset Key** SWITCH.CATALYST 2960.NONE

**Location** 041.00.00.WW

**Vehicle #**

**Assigned to Vehicle LC#**

ITEM LOCATED  
ON-SITE IN  
SERVER/TELEPHONE ROOM (541).  
Dt. 12/15/09